

SAMPLE

From: **[Navy Activity]**

To: Chief of Naval Research

Subj: PROPOSED NAVY PARTNERSHIP INTERMEDIARY AGREEMENT
BETWEEN **[NAVY ACTIVITY]** AND **[PARTNERSHIP INTERMEDIARY]**

Ref: (a) SECNAVINST 5700.16A, "Domestic Technology Transfer (T2)," of
7 March 2000
(b) SECNAV Memorandum "Delegation of Authority to Approve
Partnership Intermediary Agreements Under 15 U.S.C., Section 3715 of
25 July 2002

Encl: (1) Partnership Intermediary Agreement (PIA) between **[Navy Activity]** and
[Partnership Intermediary]
(2) **[Navy Activity]** Written Legal Review of PIA

1. Pursuant to references (a) and (b), a Partnership Intermediary Agreement (PIA) Enclosure (1), between **[Navy Activity]** and **[Partnership Intermediary]** is forwarded for your review and comment. The **[Navy Activity]**'s designated representative responsible for coordination of the activities under this Agreement is **[supply name and organizational code]**, who is the Office of Research and Technology Applications representative and head of the **[Navy Activity]** Technology Transfer Office.
2. All key legal and technical personnel involved at **[Navy Activity]** and **[Partnership Intermediary]** have reviewed the proposed PIA (Enclosure 2), and found it acceptable.
3. I request authority to sign this PIA.

Signature Block